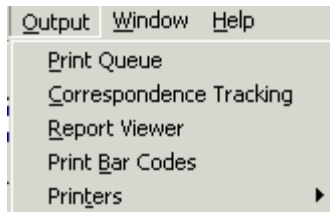# Print Queue

1. Introduction

"Print Queue" allows you to direct documents to a centralized location as you work through the triage, financial interview, or any other activities in ACE. The **"Print Queue"** holds documents from being routed to the printer as soon as the request is made. This allows the worker to review all documents, and then select individual documents, or send all the documents to the printer.

The **"Print Queue"** is used to view, print, or delete the forms you have selected on the individual data entry screens.

ACE displays the information for the last Person ID on which you were working. If the person displayed is not the customer you wish to view, complete the **"Find"** function.

2. Accessing Print Queue

To access the "**Print Queue**", go to the main menu, select **"Output"**. On the drop menu select **"Print Queue"**.

3. Print Queue

The **"Print Queue"** window contains the following:

- **Worker Type**
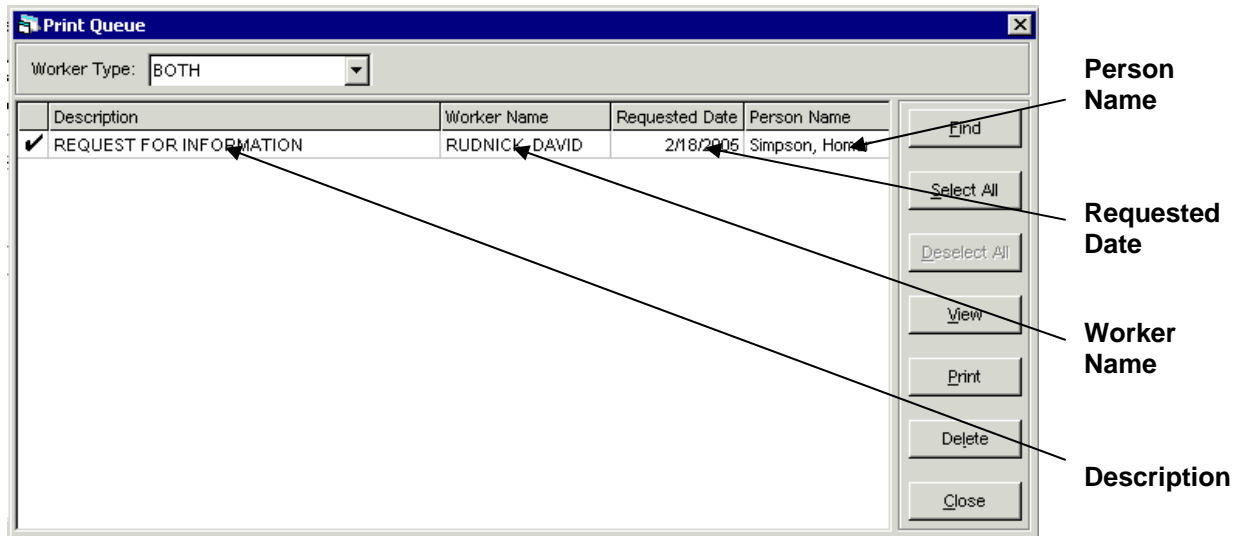- **Print Queue Summary**

The **"Print Queue Summary"** contains the following:

- **Worker type**   This field displays the types of forms (**Medical, Financial,** or **Both)** to be printed.

- **Description**   Identifies the document in the print queue. To select the form for viewing or printing place a ✔ (check mark) in the space just to the left of the form name. To place the ✔ (check mark), click on the name of the form.

- **Worker Name**   Identifies the worker who sent the document to the print queue.

- **Requested Date**   Identifies the date the item was sent to the print queue.

- **Person Name**   The system defaults to the Primary Informant.

Print Queue window showing fields: Person Name, Requested Date, Worker Name, Description. Worker Type: BOTH. Row: ✔ REQUEST FOR INFORMATION | RUDNICK, DAVID | 2/18/2005 | Simpson, Hom... Buttons: Find, Select All, Deselect All, View, Print, Delete, Close.

These are the first four buttons located on the **"Print Queue"**:

- **Find**
  This button is used to locate a customer other than the one displayed. The **"Find"** button opens the **"Find Person"** window.

- **Select All**
  This button allows you to select all documents listed. This field only becomes enabled when there are forms to select.

- **Deselect All**
  This button allows you to uncheck the documents with a check mark using the **"Select All"** function. This field becomes enabled when multiple documents have been selected.

- **View**
  This button allows you to view the selected document before printing. The **"Document Preview"** window opens when **"View"** is selected. Only one document may be viewed at a time.

Find

Select All

Deselect All
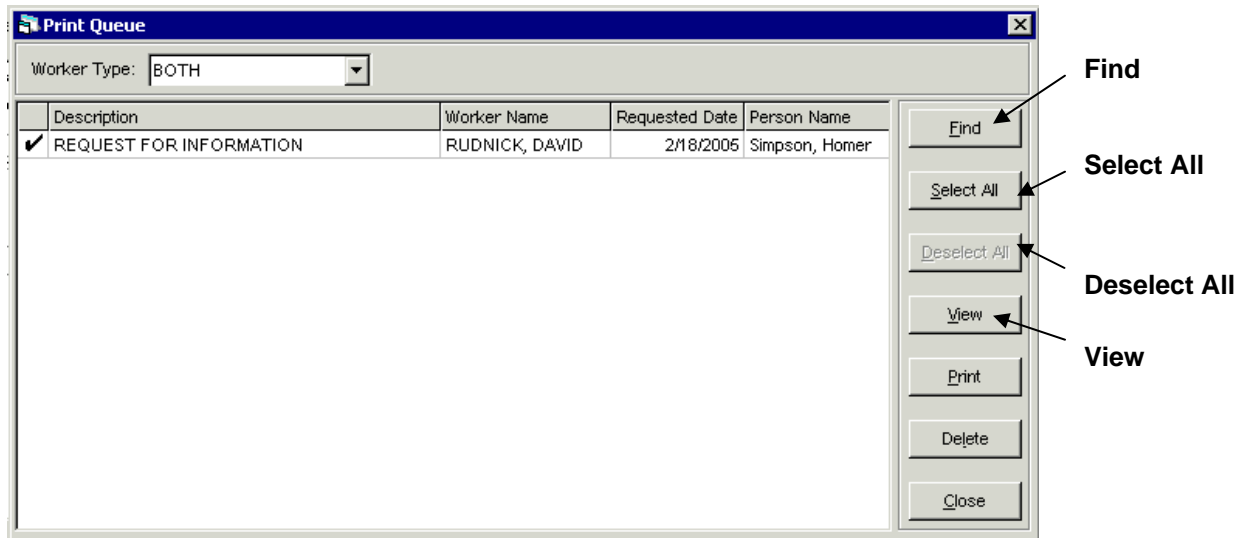
View

The following is an example of a document as seen when **"View"** is selected.

The **"Document Preview"** window allows you to review a document prior to printing. There are several tools located on the menu. Those tools are:

- **First Page**
- **Previous Page**
- **Next Page**
- **Last Page**
- **Zoom**
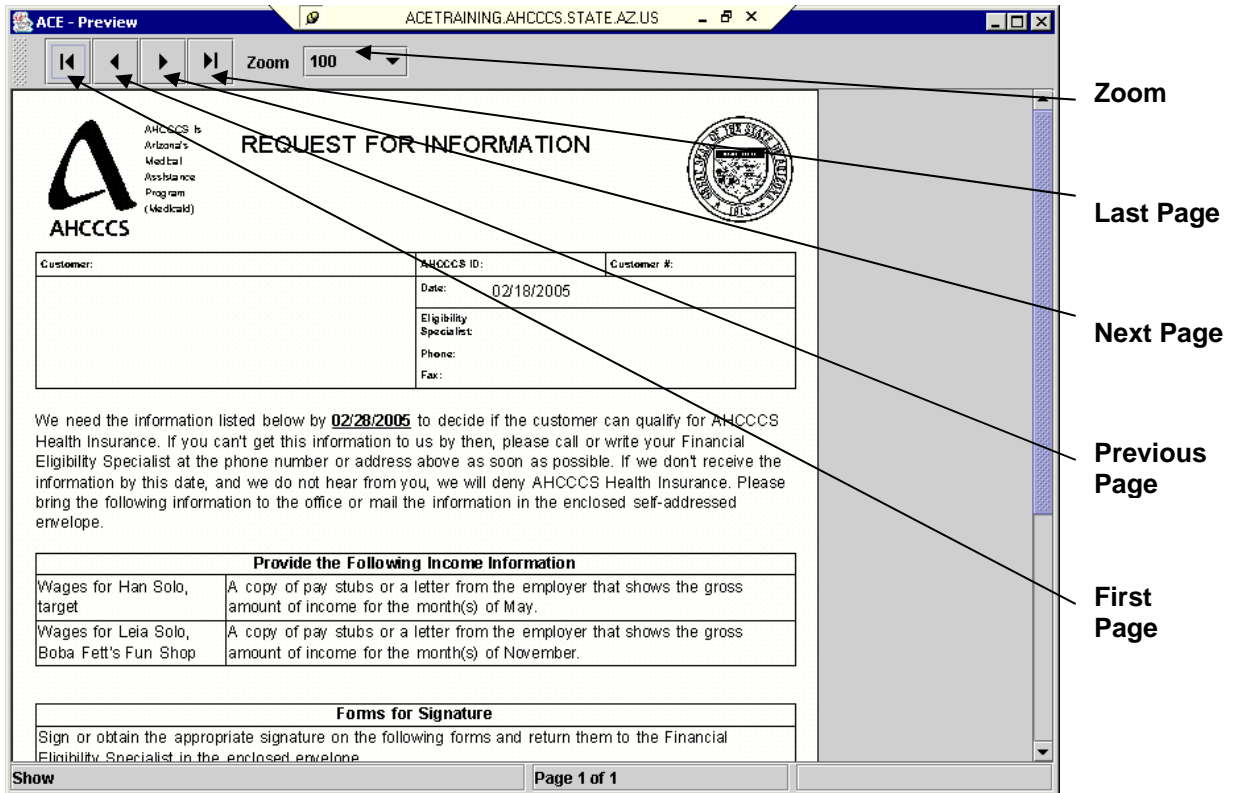
The following is a description of each tool.

- **First Page**

◄

  When selected, travels back to the first page of a document.

- **Previous Page**

◄

  When selected, travels back to the previous page of a document.

- **Next Page**

►

  When selected, travels forward to the next page of a document.

- **Last Page**

►I

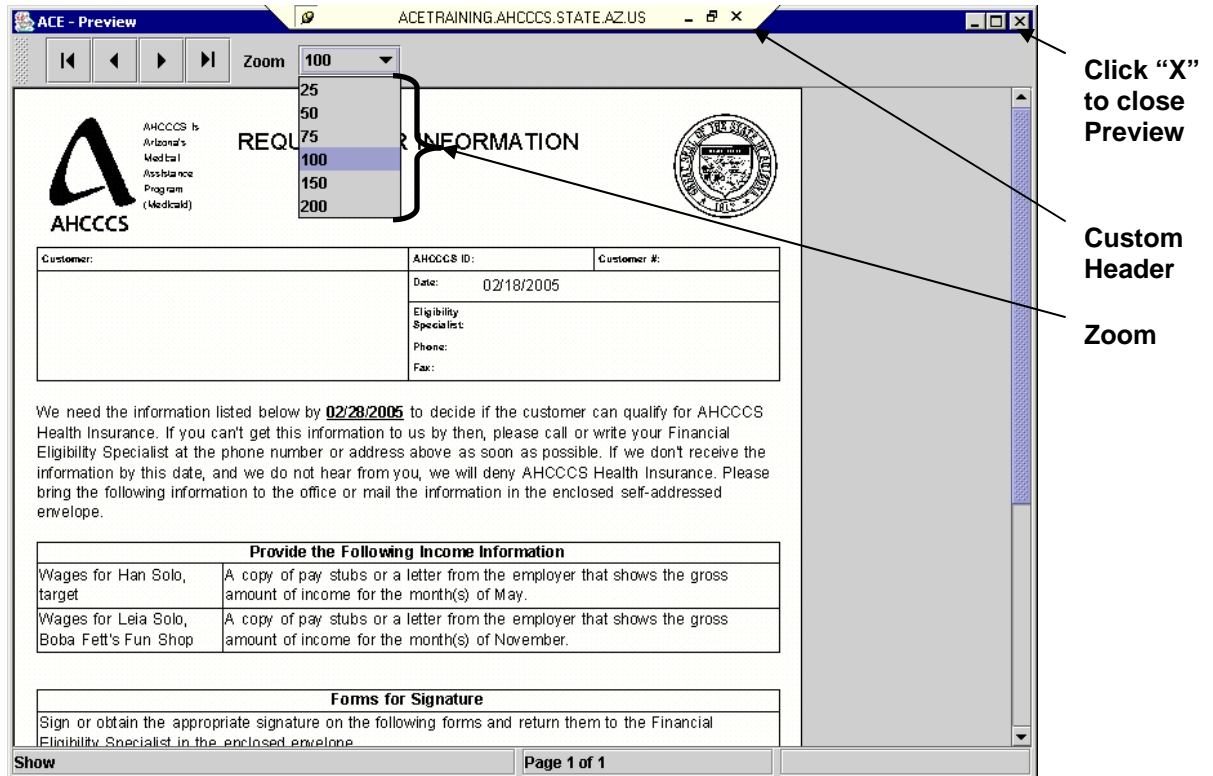 When selected, travels forward to the last page of a document.

- **Zoom**

  The drop-down box allows you to change the size of the document within the window. The default size is 100%.

Click the ⊠ in the corner of the **"Document Preview"** window to close.

!	**Note:** If you click on the ⊠ on the Custom Header, ACE will close.

Zoom | 100

25
50
75
100
150
200

Click "X" to close Preview

Custom Header

Zoom

AHCCCS is Arizona's Medical Assistance Program (Medicaid)

AHCCCS

REQU... R ...NFORMATION

Customer:	AHCCCS ID:	Customer #:
	Date: 02/18/2005	
	Eligibility Specialist:	
	Phone:	
	Fax:	

We need the information listed below by **02/28/2005** to decide if the customer can qualify for AHCCCS Health Insurance. If you can't get this information to us by then, please call or write your Financial Eligibility Specialist at the phone number or address above as soon as possible. If we don't receive the information by this date, and we do not hear from you, we will deny AHCCCS Health Insurance. Please bring the following information to the office or mail the information in the enclosed self-addressed envelope.

Provide the Following Income Information	
Wages for Han Solo, target	A copy of pay stubs or a letter from the employer that shows the gross amount of income for the month(s) of May.
Wages for Leia Solo, Boba Fett's Fun Shop	A copy of pay stubs or a letter from the employer that shows the gross amount of income for the month(s) of November.

Forms for Signature
Sign or obtain the appropriate signature on the following forms and return them to the Financial Eligibility Specialist in the enclosed envelope.

Show   Page 1 of 1

The documents do not automatically print. When you click the **"Print"** button on the **"Print Queue"** window, this only *sends* the document to your secured printer. All documents you sent to print will now generate. The last three buttons are:

- **Print**   Sends the item(s) to the printer. Does not give a print preview as seen with **"View"**.

- **Delete**   Deletes the form from the print queue. Does not print the form, and cannot be retrieved once deleted.

- **Close**   Closes the **"Print Queue"** window.

Print Queue

Worker Type: BOTH

	Description	Worker Name	Requested Date	Person Name
✔	REQUEST FOR INFORMATION	RUDNICK, DAVID	2/18/2005	Simpson, Homer

Find

Select All

Deselect All

View

Print — **Print**

Print

Delete — **Delete**

Delete

Close — **Close**

Close